



2109 S Stoughton Rd ♥ Madison WI 53716

Phone: 1-800-362-7353 or 608-224-5388

Fax: 608-224-6178

Email: [ccic@dpi.wi.gov](mailto:ccic@dpi.wi.gov)

Internet: [www.ccic.wi.gov](http://www.ccic.wi.gov)

## CHILD CARE RESOURCES SUMMARY AND INSTRUCTIONS FOR ORDERING

The Department of Children and Families and the Regional Child Care Licensing Specialists want to provide the child care community with a standardized set of guidelines so that the information new providers receive will be consistent from region to region. These resources were developed by the Regional Child Care Licensing Specialists, Wisconsin Child Care Improvement Project (now Supporting Families Together Association), Child Care Resource & Referral agencies in Madison and Milwaukee, and other state agencies.

**Single copies** of each resource, unless otherwise specified, are available to any Wisconsin child care provider or educator. Some resources relate specifically to family child care or to group center care, but most are of universal interest and are a few pages long or in brochure format.

These mostly free resources about child care can be ordered at any time from the Wisconsin Child Care Information Center (CCIC), a project sponsored by the Wisconsin Department of Children and Families, Division of Early Care and Education. **Many items can also be printed from CCIC's website:**

[www.ccic.wi.gov](http://www.ccic.wi.gov)

**To order...**

**After selecting the items on pages 3-5 that you would like:**

- **phone the Child Care Information Center at 1-800-362-7353 or 608-224-5388**
- **identify the items you need by the section letter and item number as it is listed**
- **or fax your order to 608-224-6178**
- **or mail the list (or a copy) to: Wisconsin Child Care Information Center, 2109 S Stoughton Rd, Madison WI 53716**

**The free lending service** of CCIC makes many other materials available to you wherever you live in the state, delivered to your workplace or home free of charge. CCIC has a library of books, videos, CDs, articles, and brochures about child care. CCIC welcomes information requests that require individual attention. Your only cost is the return postage on borrowed materials at the end of the one- or two-week loan period.

Anyone interested in discussing licensing issues and questions as a result of reading this information should contact the nearest Bureau of Early Care Regulation Regional Office:

Eau Claire 715-836-2185  
Green Bay 920-448-5312  
Madison 608-266-2900

Rhineland 715-365-2500  
Waukesha 262-521-5100

## RESOURCES FROM OTHER STATE AGENCIES

These items are not available from CCIC. Items on this page must be ordered from the specific state agency mentioned or downloaded from the websites given.

- A. **Local Health Department or Wisconsin Department of Health Services (DHS) Regional Office**  
Contact info: [www.dhs.wisconsin.gov/localhealth](http://www.dhs.wisconsin.gov/localhealth) or <https://www.dhs.wisconsin.gov/dph/regions.htm>
1. **Wisconsin Childhood Communicable Diseases: Wall Chart for Childhood Diseases in Group Settings**  
Order 26" x 38" publication number P-44397 or see <http://www.dhs.wisconsin.gov/publications/P4/P44397.pdf>
- B. **Forward Wisconsin — Wisconsin Economic Development Institute**  
10 E Doty Street, Suite 500, Madison WI 53703-3397  
Telephone: 262-719-6177, Website: [www.forwardwi.com](http://www.forwardwi.com)
1. **Tools for Financing Your Wisconsin Business**  
<http://www.forwardwi.com/category69/Tools-for-Financing-Your-Wisconsin-Business>
- C. **Wisconsin Economic Development Corporation**  
Website: <http://inwisconsin.com/entrepreneurs/assistance>
- D. **Department of Safety and Professional Services**  
DSPS, PO Box 8935, Madison WI 53708-8935  
Telephone: 608-266-2112 or 877-617-1565, Website: <http://dsps.wi.gov>
1. **Commercial Buildings Plan Review**  
Lists of Commercial Building Inspectors and Delegated Municipalities  
<http://dsps.wi.gov/Plan-Review/Plan-Types/Commercial-Buildings-Plan-Review>
  2. **Brochure: Building Plan and Inspection**  
[http://www.dsps.wi.gov/Documents/Industry%20Services/Forms/Commercial%20Buildings/Bldg%20Plan%20Review%20and%20Insp%20brochure\\_SBD-10115.pdf](http://www.dsps.wi.gov/Documents/Industry%20Services/Forms/Commercial%20Buildings/Bldg%20Plan%20Review%20and%20Insp%20brochure_SBD-10115.pdf)
- E. **Department of Workforce Development**  
DWD, Equal Rights Division, PO Box 8928, Madison WI 53708-8928  
Telephone: 608-266-6860 (Madison), 414-227-4384 (Milwaukee), Website: [www.dwd.wisconsin.gov/er](http://www.dwd.wisconsin.gov/er)
1. **Wisconsin Workplace Posters** <http://dwd.wisconsin.gov/dwd/posters.htm>
  2. **Wisconsin's Labor Standards Laws (ERD-4906)**  
[http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_4906\\_p.pdf](http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4906_p.pdf)  
Spanish version: [http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_4906\\_s\\_p.pdf](http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4906_s_p.pdf)
  3. **Wisconsin's Fair Employment Law (ERD-6061)**  
[www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_6061\\_p.pdf](http://www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_6061_p.pdf)  
Spanish version: [http://www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_6061\\_s\\_p.pdf](http://www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_6061_s_p.pdf)
  4. **Fair Hiring & Avoiding Loaded Interview Questions (ERD-4825)**  
[www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_4825\\_p.pdf](http://www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4825_p.pdf)  
Spanish version: [www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_4825\\_s\\_p.pdf](http://www.dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4825_s_p.pdf)
- F. **Department of Agriculture, Trade and Consumer Protection**  
DATCP, 2811 Agriculture Drive, PO Box 8911, Madison WI 53708-8911  
Telephone: 608-224-4953 or 1-800-422-7128, Website: <http://datcp.wi.gov>
1. **Brochure: Small Claims Court**  
<https://datcp.wi.gov/Pages/Publications/SmallClaimsCourt173.aspx>
- G. **Department of Public Instruction**  
**Information on the U.S. Department of Agriculture Child and Adult Care Food Program** is available from:  
CAFPC, Bureau for Food and Nutrition Services, Department of Public Instruction (DPI), Community Nutrition Programs,  
PO Box 7841, Madison WI 53707.  
Telephone: 608-267-9129, Website: <http://dpi.wi.gov/community-nutrition/cacfp>
- H. **Department of Administration - Division of Energy, Housing and Community Resources**  
Energy assistance and weatherization for qualified residential households.  
Home Energy Plus, PO Box 7970, Madison WI 53707-7970  
Telephone: 866-HEATWIS (866-432-8947), Website: [www.homeenergyplus.wi.gov](http://www.homeenergyplus.wi.gov)

## CHILD CARE RESOURCES

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone #: \_\_\_\_\_

Check to  
Order

### **E. Resource List – DCF 250 & 251 Appendix J**

1. Agencies Approved to Offer Non-Credit Entry-Level Training
2. Credit to Hours Conversion – Technical Colleges and Universities
3. Caregiver Background Checks – Frequently Asked Questions
4. Collaborative Child Care Programs – Frequently Asked Questions
5. Wisconsin Child Care Administrator Credential
6. The Registry Career Levels
7. Together Children Grow – Quality Child Care for Children with Special Needs
8. It Shouldn't Hurt to Be a Child...Report Child Abuse and Neglect (*You may order 1 copy for each provider or staff member. Available in English or Spanish.*)
9. Medical Log - Directions for Use
10. Suggested Procedures for Warming Refrigerated Infant Formula
11. Get Medical Help Immediately
12. Wisconsin Communicable Diseases Chart – order info \ See item A on previous  
Exclusion Guidelines for Ill Children in Child Care / page for order information.
14. Car Safety Seat Information
15. Common Plants – What's Poisonous and What's Not
16. Fact Sheet on Universal Precautions & Standard Precautions for Child Care Centers
17. OSHA Regulations on Bloodborne Pathogens
18. Approved Sanitizer List from the Division of Public Health
19. Transporting Children in 10+ Passenger Vans to and from School
20. Early Years Are Learning Years – Time Out for "Time-Out"
21. Managing Crying, Fussing, or Distraught Children (information packet)
22. Child Care Weather Watch -- Wisconsin
23. Cleaning, Sanitizing and Disinfecting in Child Care Settings
24. Renovate Right – Important Lead Hazard Information
25. Safe Food Storage
26. Entry Level Courses – Early Childhood Professionals
27. Entry Level Courses – School-age Professionals
28. Ten Steps to Breastfeeding Friendly Child Care Centers

**A. Group Child Care Policy Guidelines**

- 1. Policy Checklist – Group Child Care Centers
- 2. Safe Sleep Policy for Infants in Child Care

**AA. Family Child Care Policy Sample**

**B. Administration**

- 8. Child Abuse and Neglect Statutes
- 10. I'll Be Back for You -- a brochure about how to ease a child's transition into child care/preschool *(May order up to 25. Available in English or Spanish.)*
- 11. List of Key Early Childhood Organizations in Wisconsin
- 14. Child Care Funding Directory
- 16. Liability Insurance for Child Care Providers
- 17. Child Care Tax Credits – Information for Parents
- 18. Federal Tax Information for a Family Child Care Business

**C. Health and Safety**

- 14. Suggestions for Fire Protection
- 15. Child and Adolescent Immunization Schedules
- 17. First Aid Chart
- 19. Disinfectants
- 20. Manual Dishwashing Procedures
- 21. Handwashing
- 23. Diapering and Handwashing
- 30. Safe Sleep for Your Baby: Reduce the Risk of Sudden Infant Death Syndrome (SIDS) -- Licensed providers are encouraged to distribute this brochure upon enrollment to the parents of each child under 1 year of age. *(Please order a 1-year supply. Phone 1-800-505-CRIB for more than 20. Available in English or Spanish.)*
- 31. A Child Care Provider's Guide to Safe Sleep
- 32. Foods Not Recommended for Children Under 4 Years of Age

**D. Equipment**

- 26. List of Suggested Items for Opening a Family Child Care Center
- 27. Play Equipment Guide

**F. Child Guidance & Positive Discipline**

- 41. Five Tips for Guiding Children's Behavior
- 42. Guidance Techniques that Work
- 43. Love at First Bite
- 44. Love & Learn *(English or Spanish)*
- 45. Helping Young Children Learn Self-Control

## **G. Supporting Families Together Association (SFTA) Tip Sheets**

### **TSS-1. Caring for Infants and Toddlers**

Environments for Infants and Toddlers  
Best Practices Tips: Guiding Behavior of Toddlers  
Best Practices Tips: Infant/Toddler Feeding and Nutrition  
Stimulating Language Development: "Twenty Tips to Caregivers"  
Cultural Sensitivity When Caring for Infants and Toddlers  
Best Practices Tips: Infant Toddler Programming  
Infant and Toddler Care and Development: A List of Useful Resources

## **H. Brochures for Parents on Selecting and Evaluating Child Care**

(Please order as many as you think you will use in a year.)

Indicate Quantity Needed

English Spanish

### **1. Your Guide to Regulated Child Care: Your Summary of the Child Care Rules**

This guide for parents summarizes the child care rules. Licensed and certified child care providers are required to give this form to the parents of each child upon enrollment. You are encouraged to print this yourself as needed on letter-size paper from this web address: <https://dcf.wi.gov/files/publications/pdf/2436.pdf>

### **3. Your Guide to Choosing Child Care**

This brochure gives pointers to parents on what to look for in choosing child care or evaluating the child care center or home they are already using, some of their responsibilities as parents and child care users, and how to contact Resource & Referral agencies, certifying agencies, and licensing field offices.

## **I. Brochures for Parents on Child Rearing: Plain Talk Series**

(Up to 100 copies available free to child care providers. Please order a 1-year supply.)

### **Plain Talk for Parents About...**

1. How to Deal With an Angry Child
2. How Children Grow
3. How to Be a Perfect Parent
4. Child Discipline
5. Your 1 to 2 Year Old
6. Your 2 to 3 Year Old
7. Your 3 to 4 Year Old
8. Your 4 to 5 Year Old
9. Your 5 to 6 Year Old

## **J. Abuse and Neglect Prevention Brochures for Staff and/or Parents**

(Available free to child care providers up to the limit indicated. Please order a 1-year supply.)

2. Child Sexual Abuse Prevention: Tips to Parents (bilingual) (limit 1)
3. What Is Child Abuse and Neglect? / Preventing Child Abuse and Neglect (limit 20)
4. Safe, Adventurous & Loving -- 5-step anti-victim training process for grownups to teach children (limit 1)
5. What Parents Can Do About Stress (limit 100)
6. Have a Plan to Cope with Your Baby's Crying (SBS crying card) (limit 20)

**CCIC sells the book Wisconsin Model Early Learning Standards in English or Spanish. Price: \$4 each, with a minimum order of 3 books for a \$12 total. Please visit <http://dcf.wi.gov/ccic/wmels> to order.**